



Department of Development Services

Building Division

4701 W. Russell Rd • Las Vegas NV 89118
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building Official • Gregory J. Franklin, Assistant Director

Highlighted excerpts are from the Building Administrative Code of Clark County.

SUBJECT: TG-17-2010 - MINIMUM APPROVAL CRITERIA FOR SPECIAL INSPECTORS AND OTHER PERSONNEL

1.0 PURPOSE: 22.02.520 Approved Special Inspector: [IBC 1703.1, 1704.1] The purpose of this guideline is to provide the criteria to comply with 22.02.520 of the Building Administrative Code and the provisions of NRS 278.575.

Special inspection personnel, fabrication shop inspectors, or quality systems auditors must demonstrate competence to the satisfaction of the Building Official, achieve and maintain national certification(s), as required and meet the requirements of the Technical Guidelines. The Building Official shall maintain a list of approved special inspection personnel, fabrication shop inspectors, and quality systems auditors. Only approved special inspection personnel may perform special inspections in this jurisdiction.

NRS 278.575 Program to allow independent contractors to review plans and inspect buildings
The governing body of a city or county which, pursuant to [NRS 278.570](#), appoints a building official may establish a program to allow independent contractors who comply with the requirements for certification and continuing education established pursuant to [NRS 278.577](#) to review plans for and inspect buildings on behalf of the building official.

2.0 SCOPE: This guideline sets forth minimum approval criteria for special inspectors, material testing technicians, laboratory supervisors, field supervisors, quality control managers, and engineering managers.

3.0 ABBREVIATIONS & ACRONYMS:

AABC:	Associated Air Balance Council
ACG:	AABC Commissioning Group
ACI:	American Concrete Institute
ACWI:	Association of the Wall and Ceiling Industry
AEC (I, II, III, IV):	A person who is evaluated in accordance with the AEC Letter to Industry

APPROVED DATE: - June 1, 2010
EFFECTIVE DATE: - June 15, 2010

Revised By:	Concurred By:	Approved By:
<i>Stephen T. Toms</i>	<i>David L. Durkee</i>	<i>Theodore L. Droessler</i>
Stephen T. Toms, P.E. Senior Engineer	David L. Durkee, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager of Engineering

ASNT:	The American Society for Nondestructive Testing
AWS:	American Welding Society
BAC:	Building Administrative Code of Clark County (Title 22, Chapter 2)
CCDDS-BD	Clark County Department of Development Services – Building Division
CSA:	Canadian Standards Association
CWE:	Certified Welding Educator
CWEng:	Certified Welding Engineer
CWI:	Certified Welding Inspector
EI	Engineer Intern
IBC:	International Building Code
ICC:	International Code Council
NAARSO:	National Association of Amusement Ride Safety Officials
NAQTC:	Nevada Alliance for Quality Transportation Construction
NDT:	Nondestructive Testing
NEBB:	National Environmental Balancing Bureau
NICET:	National Institute for Certification in Engineering Technologies
NRS:	Nevada Revised Statutes
QAA:	Quality Assurance Agency
QC:	Quality Control
SCWI:	Senior Certified Welding Inspector
TG:	Technical Guideline

- 4.0 DEFINITIONS:** For the purpose of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section, the Technical Codes, or the Building Administrative Code of Clark County.

Earthwork Construction Project Category: An Earthwork construction project designated by the geotechnical engineer of record or CCDDS-BD in one of four categories (Category **G-A**, Category **G-B**, Category **G-C**, or Category **G-D**) for the purpose of establishing approval criteria for inspectors assigned to such projects.

- 5.0 REFERENCES (Adopted Editions):**
International Building Code (IBC)
ASTM E-329 2006 Edition
Building Administrative Code of Clark County (BAC)
SNT-TC-1A 2006 Edition

6.0 RESPONSIBILITIES:

- 6.1 CCDDS-BD will review approval requests in accordance with this document. Persons who meet the minimum criteria as outlined in Section 7.0 will be approved unless justification exists not to approve the request.

6.2 Special Inspectors

BAC 22.02.520 (A) Approved Special Inspector

The approved special inspection personnel shall be employed by an approved Quality Assurance Agency, a design professional approved to perform special inspections, or the Building Official.

BAC 22.02.530 (B) Employment of Special Inspectors

The approved Quality Assurance Agency is responsible to employ only approved designated residential inspectors for residential inspection work and special inspectors for work requiring special inspection pursuant to the technical codes.

BAC 22.02.530 (C) Quality Management

The Quality Assurance Agency shall employ at all times a quality control manager to carry out supervision and technical responsibilities. The quality control manager shall possess appropriate education, certifications and experience.

BAC 22.02.530 (G) Ethics Training

Quality Assurance Agency Personnel who are required by the building official pursuant to sections 22.02.507 and 22.02.520 (A) shall attend an ethics course on an annual basis.

7.0 **REVIEW PROCEDURE:**

Approval requests shall be in writing. The request shall be submitted by the QAA Quality Manager. The request shall be made on the letterhead of the QAA, shall state that the individual meets the minimum required work and educational experience outlined herein, and be accompanied by copies of current relevant certifications. The request shall be signed by the Engineering Manager or the Quality Manager. Approval as a special inspector and/or testing technician requires sufficient experience in each of the categories requested. The following minimum criteria will be used to evaluate approval requests. For more information, you may refer to Appendix A – Inspector Submittal Information.

7.1 **RECOGNIZED CERTIFICATION CATEGORIES:** The following certifications are recognized for special inspection personnel approval requests:

- A. **ICC (Concrete, Masonry, Structural Steel & Welding, Fireproofing, Soils, and Building):** Reinforced Concrete Special Inspector (R); Pre-stressed Concrete Special Inspector (P); Structural Masonry Special Inspector (M); Structural Steel and Bolting Special Inspector (S); Spray-applied Fireproofing Special Inspector (F); Building Inspector (BI); Combination Inspector (CI); Soils Special Inspector (G); and Commercial Building Inspector (CBI).
- B. **AWS (Structural Steel: Welding):** CWI, according to AWS guidelines or CSA Standard W178.2; SCWI, CWEng, and CWE according to AWS guidelines.
- C. **NICET (Earthwork, Shallow Foundations, and Deep Foundations):** Field Personnel, Geotechnical Engineering Technology-Construction Subfield Levels I, II and III (N-I-GET, N-II-GET and N-III-GET). Laboratory Personnel, Construction Materials Testing-Soils Subfield levels I, II, III and IV (N-I-CMT, N-II-CMT, N-III-CMT, and N-IV-CMT).
- D. **ASNT (Structural Steel: Non-Destructive Testing):** NDT II (Radiographic Testing, RT; Magnetic Particle Testing, MT; Liquid Penetrant Testing, PT; and Ultrasonic Testing, UT) qualified in accordance with American Society of Nondestructive Testing (ASNT) document SNT-TC-1A (current edition). NDT III (RT, MT, PT, and UT) certified by ASNT. In-house certification of NDT III is not acceptable. Program qualification to other documents will be considered on a case-by-case basis.

- E. ACI (Concrete):** Field personnel, ACI Concrete Construction Inspector (ACI-CCI).
 - F. ACI (Concrete and Masonry):** Field personnel: ACI Field Testing Technician-Grade I (ACI-I-F). Laboratory Personnel, Concrete Strength Testing Technician (ACI-STT); Laboratory Testing Technician-Grade I (ACI-LTT-I); and Laboratory Testing Technician-Grade II (ACI-LTT-II).
 - G. NEBB (Air Balance Testing):** NEBB Certificate (Air Balance Testing).
 - H. AABC (Air Balance Testing):** AABC Certificate (Air Balance Testing).
 - I. NICET (Smoke-Control /Fire Protection):** Level II in Fire Protection Engineering Technology, Automatic Sprinkler System Layout Subfield (N-II-FPAS); Level II in Fire Protection Engineering Technology, Fire Alarm Systems Subfield (N-II-FPFA).
 - J. NAARSO (Amusement Rides and Transportation Systems)** Amusement Ride Safety Inspector Level I (NAARSO I); and Amusement Ride Safety Inspector Level II (NAARSO II).
 - K. NAQTC Nevada Alliance for Quality Transportation Construction (Soils-Density, Embankment & Base/Sampling, Density & Aggregates)**
 - L. EI (Engineer Intern)** Registration issued by any State licensing board as a designated Engineer Intern.
- 7.2 RECOGNIZED EDUCATION: The following degrees are deemed certifications as provided in this TG:
- **Engineering Degree:** An engineering degree, from a curriculum accredited by the United States Department of Education, resulting in issuance of a diploma of at least the Bachelor of Science designation.
 - **Architecture Degree:** An architecture degree, from a curriculum accredited by the United States Department of Education, resulting in issuance of a diploma of at least the Bachelor of Architecture designation.
 - **Technical Degree:** A degree from a curriculum accredited by the United States Department of Education in a field related to the request.
- 7.3 PROFESSIONAL LICENSURE: A professional engineering or architecture license issued by any of the State Licensing Boards is recognized as provided in this TG. Engineering licenses recognized are: Civil (CE), Structural (SE), Mechanical (ME), Fire Protection (FPE), Electrical Engineering (EE), Geological (GEO) or Architecture (ARCH) appropriate to the service provided.
- 7.4 DESIGN PROFESSIONAL OF RECORD: The Design Professional of Record may fulfill the special inspector role on projects that he/she designed when approved by the Building Official. Approval requests shall comply with this guideline.
- 7.5 EVALUATION OF EXPERIENCE: To qualify as an approved special inspector, an individual must obtain and maintain national certifications, satisfy educational requirements, and possess an appropriate level of experience. In addition, an individual must demonstrate competence to the satisfaction of the Building Official. In order to recognize individuals with experience other than actual inspection activity, the following guidelines will be used in evaluating whether an individual satisfies the minimum required experience. Activities considered, where applicable, are: Design, construction, fabrication, erection, and laboratory. This credit shall not exceed 50% of the minimum experience required for approval:
- Persons with construction/fabrication experience shall be credited one year for each two years of experience specific to the requested category.
 - A graduate engineer or a graduate geologist with design experience shall be credited one year for each year of experience specific to the requested category.
 - A Professional Engineer with design experience shall be credited one year for each year of experience specific to the requested category.
 - Laboratory experience within the field of consideration shall be credited one year for each year

of actual work.

- Relevant experience within fifteen years from the date of the special inspector approval request will be considered. All other experience will be credited one year for each four years of experience specific to the requested category.

7.6 IN-HOUSE TRAINING: Documented in-house training will be considered in evaluation of approval requests for an inspector or material testing technician. In-house training must include class instruction, field instruction, and hands-on training by approved inspectors. Documentation must include project or location of training, type of training, name and signature of approved inspector who provided such training, topics discussed, areas inspected, and other necessary information. The documentation of the in-house training shall be signed by both the Engineering Manager and Quality Manager. A maximum of 50% of the required experience may be credited from documented in-house training program.

7.7 CONTINUING EDUCATION: Continuing education shall be as required by NRS 278.577, Subsection Three.

7.8 GROUND FOR DISAPPROVAL: Special Inspection Personnel, and other proposed personnel may be disapproved to perform special inspection and other related activities due to a lack of stated experience, national certification, failure to successfully complete the required interview, or based on enforcement actions issued to the person in question. Enforcement actions are defined as one or more documented violation of the technical codes, BAC, or the TGs issued within two years from the date of the approval request. The approved engineering manager, the approved quality manager, or the person in question may contest the disapproval by requesting a meeting to reevaluate the request.

7.9 MINIMUM APPROVAL CRITERIA

Note: A comma in the required certification (s) column is intended to separate certification options.

7.9.1 Steel – S (IBC 1704.3)

Inspector of Steel Construction or Inspector of Shop-Fabricated Members [IBC 1704.3] S

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	(CWI, SCWI, CWEng or CWE) + S	AWS or CSA Guidelines	Yes
Registered Design Professional	CE, SE, ARCH	3 years	Yes

Welding Inspector: [IBC 1704.3] S-W

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	CWI, SCWI, CWEng or CWE, CSA W178.2	AWS or CSA Guidelines	Yes
Registered Design Professional	CE, SE, ARCH	3 years	Yes

High Strength Bolting Inspector: [IBC 1704.3] S-HB

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	S	1 year	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

Nondestructive Testing^(a, b, c): [IBC 1704.3, 1708]: RT, MT, PT, and/or UT, D (RT, MT, PT, and/or UT)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NDT II (RT, MT, PT, UT)	SNT-TC-1A	Yes
Inspector	NDT III (D-RT, D-MT, D-PT, D-UT)	According to ASNT national process	No

(a) Level II Personnel shall be qualified in accordance with American Society of Nondestructive Testing (ASNT) document SNT-TC-1A (current edition). Level II certification as determined by a Level III Examiner* is required for each category.

(b) A Quality Assurance Agency or fabricator, approved to perform Non-Destructive Testing (NDT) with five or more NDT personnel shall have an approved, full-time, level III-examiner* on staff for each NDT category.

(c) A Quality Assurance Agency or fabricator, approved in Non-destructive testing with four or less NDT personnel shall have an approved, level III-examiner* on staff as a part-time or subcontracted-status for each NDT category.

*Level III Examiner shall be ASNT-certified. In-house designation of Level III NDT personnel is not acceptable

7.9.2 Concrete - C (IBC 1704.4)

Inspector of Concrete Construction or Fabricated Concrete Members, includes Prestressed concrete members [IBC 1704.4]: C

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	R + P + ACI-I-F	2 years	Yes
Registered Design Professional	CE, SE	1 year	Yes

Inspector of Conventionally-Reinforced Concrete (Structural): [IBC 1704.4]: CC*

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	R + ACI-I-F, ACI-CCI	2 years	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

* No prestressing steel or tensioning operation inspections other than slab on grade may be performed with this approval.

Inspector of Concrete Slab-On-Grade (Non-Structural): C-SOG*

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Technician	R(associate)+ACI-I-F	2 months	No
Registered Design Professional	CE, SE, ARCH	None	No

*C-SOG inspectors are allowed to perform inspection of Slab on Grade, high-strength grout under steel base plates and perform concrete or grout testing on any project. C-T designation has been dropped from the approved listings, any ACI-I-F certified personnel may sample concrete for testing and acceptance purposes on any project. Existing C-SOG Inspectors who do not have the Reinforced Concrete Certification (associate) must obtain recognized certification by 12/31/11. (Experience from masonry projects may be used to meet the minimum requirements.)

Laboratory Material Testing Technician-Concrete: [IBC 1905.6.1]: C-L

Personnel Type	Required Certification(s)	Minimum Required	Interview
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		Experience	
Technician	ACI-I-CTT, ACI-LTT-I	Under supervision of a Laboratory Supervisor	No

7.9.3 Masonry – M (IBC 1704.5)

Inspector of Masonry Construction: [IBC 1704.5]: M

Personnel Type	Required Certification(s)	Minimum Required Experience*	Interview
Inspector	M+ACI-I-F	1 year	Yes
Registered Design Professional	CE, SE	1 year	Yes

*Experience from concrete projects may be used to meet the minimum requirements.

Laboratory Material Testing Technician-Masonry: M-L

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Technician	ACI-I-CTT, ACI-LTT-I	Under supervision of a Laboratory Supervisor	No

7.9.4 Wood Construction - W (IBC 1704.6, 1707.3)

Inspector of Wood Construction or Fabricated Wood Members: [IBC 1704.6, 1707.3]: W

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	BI, CI, CBI	2 years	Yes
Registered Design Professional	CE, SE, ARCH	2 years	Yes

7.9.5 Soils – G (G-A+G-B+G-C+G-D) (IBC 1704.7)

Inspector of Category A grading projects

Personnel Type	Required Certification(s)	Experience	Interview
Inspector	N-II-GET, N-II-CMT, EI, G-AEC, G	As required by certification/program	No
Geologist	Geological (BS, MS, PhD)	1 year	No
Registered Design Professional	CE, SE, GEO	1 year	No

*G-AEC approval will expire on 12/31/11. All Inspectors must obtain recognized certification by 12/31/11

Inspector of Category B grading projects

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET, N-II-CMT, EI, G-AEC, G	As required by certification/program	Yes
Geologist	Geological (BS, MS, PhD)	2 years	No
Registered Design Professional	CE, SE, GEO	2 years	No

*G-AEC approval will expire on 12/31/11. All Inspectors must obtain recognized certification by 12/31/11

Inspector of Category C grading projects

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET, N-II-CMT, EI, G-AEC, G	As required by certification/program	Yes
Geologist	Geological (BS, MS, PhD)	2 years	Yes
Registered Design Professional	CE, SE, GEO	2 years	No

*G-AEC approval will expire on 12/31/11. All Inspectors must obtain recognized certification by 12/31/11

Inspector of Category D grading projects

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET, N-II-CMT, EI, G-AEC, G	As required by certification/program and 1 year hillside grading experience	Yes
Geologist	Geological (BS, MS, PhD)	2 years (1 year hillside grading experience)	Yes
Registered Design Professional	CE, SE, GEO	2 years (1 year hillside grading experience)	No

*G-AEC approval will expire on 12/31/11. All Inspectors must obtain recognized certification by 12/31/11

Inspector of Soils (Any Grading Project Category) G

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET, N-II-CMT, EI, G-AEC, G	3 years (1 year hillside grading experience)	Yes
Geologist	Geological (BS, MS, PhD)	3 years (1 year hillside grading experience)	Yes
Registered Design Professional	CE, SE, GEO	3 years (1 year hillside grading experience)	No

*G-AEC approval will expire on 12/31/11. All Inspectors must obtain recognized certification by 12/31/11. Full G approval or Project specific request and approval is required to perform Rockery Wall Inspections.

Field Material Testing Technician-Soil: G-T

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Technician	N-I-GET, Nuclear Gauge Certificate, NAQTC, G	1 month	No

Laboratory Material Testing Technician-Soil: G-L

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Technician	N-II-CMT or NAQTC	Under supervision of a Laboratory Supervisor	No

7.9.6 Drilled or Driven Deep Foundation Elements – (1704.8, 1707.5 & 1704.9) P*/P*-M or R*/R*-M

Inspector of Drilled Deep Foundation Elements: R*, R-M

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-III-GET, N-III-CMT, R/P-AEC	1 year drilled piers experience	Yes
Geologist	Geological (BS, MS, PhD)	1 year drilled piers experience	Yes
Registered Design Professional	CE, SE, GEO	1 year drilled piers experience	No

* When P is specified on a Quality Assurance Agency Special Inspection Agreement, it may refer to either driven or drilled deep foundation elements. A Special Inspector shall only inspect those deep foundation elements allowed under his/her approval. Item P approval shall be on a project specific basis only.

7.9.7 Inspector of Sprayed Fire-Resistant Materials and Mastic & intumescent fire-resistant coatings- F (IBC 1704.10 & 1704.11)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	F	6 months	Yes
Registered Design Professional	CE, SE, ARCH, FPE	6 months	No

7.9.8 Inspector of Exterior Insulation and Finish Systems - E (IBC 1704.12)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	BI,ACWI,S+CWI	6 months	Yes
Registered Design Professional	CE,SE,ARCH	6 months	Yes

7.9.9 Special Cases – X (IBC 1704.13)

Special case personnel assignment shall be based on the required service and compliance to this document.

Personnel Type	Education, Certification(s), Licensure, and Experience	Interview
Inspector	Project-Specific Request and Approval	Yes

Blasting Special Inspection

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	Technical Degree, Military Experience	2 years	Yes
Geologist	Geological (BS, MS, PhD)	2 years	Yes
Registered Design Professional	CE, SE, ME	1 year	Yes

Inspector of Garage Ventilation Systems – K-GVS (Carbon Monoxide Sensors)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-FPAS, N-II-FPFA, NEBB, AABC	1 year	No
Registered Design Professional	FPE, ME, EE	6 months	No

*All Inspectors must obtain recognized certification by 12/31/11

7.9.10 Special Inspection for Smoke Control - K (IBC 1704.14) K-TAB

Special inspection agencies for smoke control shall have expertise in fire-protection engineering, mechanical engineering and certification as air balancers. For smoke control systems, a Nevada Licensed Fire Protection Engineer (FPE) or a Nevada Licensed Mechanical Engineer (ME) may coordinate and verify all components of the smoke-control system within their area of expertise. Additionally, for smoke control systems, a Nevada Licensed Electrical Engineer (EE) may coordinate and verify all components of the smoke-control system within their area of expertise.

Inspection and Testing: K

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-FPAS, N-II-FPFA, NEBB, AABC	1 year	Yes
Registered Design Professional	FPE, ME, EE	6 months	Yes

*All Inspectors must obtain recognized certification by 12/31/11

Test and Balance: K - TAB

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NEBB, AABC	As required by certification	No

7.9.11 Amusement and Transportation Systems (ATS) - A (Southern Nevada Amendments 1704.15)

Transportation Systems or Amusement Rides

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	Relevant Technical Degree	2 years	Yes
Inspector	NAARSO I or II	2 years	Yes
Registered Design Professional	CE, SE, ME, EE	1 year	Yes

7.9.12 Laboratory Supervisor

Approval requirements are as contained in ASTM E-329.

7.9.13 Quality Control Manager: BAC 22.02.530 (C) – QM

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector (Structural)	Three or more in at least two different categories (A, B, C, E)	5 years	Yes
Inspector (Fire Protection)	AABC, NEBB, N-II-FPAS, N-II-FPFA	5 years	Yes
Registered Design Professional	CE, SE, FPE, ME, ARCH	4 years*	Yes

*A minimum of 2 years building/structural inspection experience.

7.9.14 Engineering Manager: BAC 22.02.530 (D) – EM

The designated engineering manager shall be a Nevada licensed Professional Engineer or Registered Architect with experience in building construction, design or material testing. Evaluation of experience shall be in accordance with Section 7.5.

8.0 RECORDS:

- Certification records, Resumes, work history, in-house training, and internal audits of special inspection, testing technician, and AECs shall be maintained by the agency.

9.0 ATTACHMENTS:

Appendix A (Mandatory Information): Inspector Submittal Information

Appendix B (Mandatory Information): Interview Procedures for Proposed Special inspection Personnel

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG -17-2010	April 23, 2010	April 30, 2010
TG -17-2009	October 16, 2009	October 19, 2009
TG -17-2007	August 31, 2007	September 14, 2007
TG -17-2006	February 20, 2006	March 1, 2006
TG -17-2004-IBC	October 21, 2004	November 1, 2004
TG -17-2003-IBC	August 22, 2003	August 25, 2003
TG -17-2001	September 17, 2001	October 1, 2001
TG -17-2000	December 26, 2000	January 31, 2001
TG -17-96 Rev. 2	January 3, 1997	January 20, 1997

APPENDIX A (TG-17-2010)

Inspector Submittal Information

Revised By:	Concurred By:	Approved By:
<i>Stephen T. Toms</i>	<i>Brian P. Lenihan</i>	<i>Theodore L. Droessler</i>
Stephen T. Toms, P.E. Senior Engineer	Brian P. Lenihan, P.E. Senior Engineer	Theodore L. Droessler, P.E. Manager of Engineering

PERSONNEL APPROVAL PROCESS..... 2

AGENCY REQUEST LETTER..... 3

APPENDIX D REVISION HISTORY

Title	Revision/Approved Date	Effective Date
Appendix A of TG-17-2010	June 1, 2010	June 15, 2010
Appendix D of TG-17-2006	August 31, 2007	September 14, 2007
Appendix D of TG-17-2004-IBC	October 21, 2004	November 1, 2004
Appendix D of TG-17-2003-IBC	August 22, 2003	August 25, 2003

Special Inspection Personnel Approval Process

◆ Personnel Approval Request Checklist

Y/N	Enclosed Documentation
	Request letter shall be submitted by the QAA Quality Manager. The request shall be made on the letterhead of the QAA, shall state that the individual meets the minimum required work and educational experience, and shall be signed by the Engineering Manager or the Quality Manager
	Copy of current and recognized certifications, licensures, and degrees
	Signed copy of Technical Guideline Acknowledgement Form
	Signed copy of TG-100 Affidavit
	Listing Fee for EACH request for approval of a new person
	Listing Fee for EACH request to revise approval of a listed person

◆ REVIEW PROCESS

1. CCDDS-BD will review approval request for compliance to TG-17 criteria.
2. If approval is granted, the Special Inspector database is updated with granted approvals. CCDDS-BD publishes approved listing of Quality Assurance Agencies and Special Inspection Personnel on Clark County web site. This listing is periodically updated.
3. If approval is not granted, deficiencies will be identified and published on Clark County website. Processing of deficient requests requires re-submittal of request and supporting documents within four weeks of the denied request. Failure to do so requires re-submittal of the approval request, including processing fees.

To view the posted approved listings, or deficient approval requests, please visit http://dsnet.co.clark.nv.us/dsweb/bldg_qaa.html.

Questions related to any of the published listings may be directed to Stephen T. Toms, P.E., at (702) 455-2721.

**AGENCY REQUEST LETTER
(ON AGENCY LETTERHEAD)**

DATE

Department of Development Services
Building Division
4701 West Russell Rd.
Las Vegas, NV 89118
Attention: QAA Program Manager

REQUEST FOR SPECIAL INSPECTION/TESTING TECHNICIAN APPROVAL

The following revisions to our approval status are requested:

NAME	REQUEST	CERTS
Technician 1, Name	ADD NEW TECH FOR Categories: C-P, C-E, C-T, G-T	Required listing fee, Resume, ACI-I-F expires 04/2008, N-I- GET 02/2008
Technician 2, Name	DELETE Tech from Agency List	
Technician 3, Name	REVISE Existing Approval to add Category C-C	Required listing fee, ICC R expires 05/2008

Please call (702) XXX-XXXX if you have any questions.

I hereby certify that I have reviewed the experience of the Technicians listed above and that they meet the minimum requirements outlined in TG-17.

Designated Engineering Manager
Engineering Manager's Signature

OR

Designated Quality Manager
Quality Manager's Signature

Enclosure: Fee
 Copies of current certifications cards with expiration Dates
 Copy of degree
 Copies of licensures
 TG Acknowledgement Form
 TG 100 Affidavit

APPENDIX B

(TG-17-2010)

Interview Procedures

Pursuant to Technical Guideline 17 all proposed Engineering Managers, Quality Managers, and Special Inspectors are subject to a pre-approval interview. The purpose of the interview is for the applicant to demonstrate knowledge of the administrative provisions related to special inspection activities; demonstrate knowledge of the agency's special inspection process, the agency's Quality Systems Manual, and demonstrate technical skills.

- A. Interview**
 - a. After the special inspector approval request and supporting documentation has been reviewed and accepted a comment will be added to the posted listings published periodically informing the Quality Manager (QM)/ Engineering Manager (EM) to contact the Clark County Building Division at 455-8040 to schedule an interview, when required.
 - b. Interviews may be scheduled following the above posting.
 - c. Interviews may be requested from Monday to Friday from 2-3pm.
 - d. Only the applicant and the QM or EM will be allowed into the interview room.
 - e. The QM or EM is an observer only and shall not participate in the interview.
 - f. The applicant is allowed to bring any referenced documents to the interview.
 - g. The applicant shall bring (4) Daily Reports, (4) Non-Compliant Reports, and (4) Record of Correction Reports.
- B. Documents used in formulating interview questions are:**
 - a. The Clark County Building Administrative Code Title 22, Chapter 2
 - b. The adopted code and all referenced standards
 - c. Southern Nevada Building Code Amendments Title 22, Chapter 4
 - d. The Clark County Technical Guidelines
- C. Interview questions may focus on one or more of the following areas.**
 - a. Duties and responsibilities of the special inspector
 - b. Duties and responsibilities of the Quality Manager/Engineering Manager
 - c. Clark County's special inspection program
 - d. Quality Assurance Agency special inspection process
 - e. Quality Assurance Agency Quality Systems Manual
 - f. Technical and Plan Reading Questions
- D. The applicant will be evaluated by an interview board. The interview board shall consist of at least three CCDDSD-BD staff members with one or more being a registered design professional. At the conclusion of the interview the applicant and the QM or EM will be asked to wait outside as the interview board decides to either approve or disapprove the applicant based on the interview and supporting documentation. The interview board will then inform the candidate and the Quality Manager of the outcome.**

APPENDIX B REVISION HISTORY

Title	Revision/Approved Date	Effective Date
Appendix B of TG-17-2007	June 1, 2010	June 15, 2010
Appendix G of TG-17-2007	September 9, 2007	September 14, 2007